Instructions for Proposers

Registration for BAA Tool

1. Go to www.tfims.darpa.mil/baa
2. Select "Request an Account" from top navigation
3. Complete all fields on the form provided
4. Submit the form

*Note: You must register for each proposal that you wish to submit. This will entail establishing one password per proposal.

*Note: You will receive a temporary password via email. *The password received will only be used for allowing you access to change your password. It will not allow you access to the application. You will have 72 hours, from the time you receive your temporary password, to change the password. If this is not completed within the allocated time frame, your account will be de-activated.*

Change Password

1. Go to www.tfims.darpa.mil/baa
2. Select "Change Password" from top navigation
3. Enter your username and temporary password.
4. Select a new password and enter it twice
5. Hit "update" to change password

*Note: Passwords must contain minimum of eight characters, upper and lower case, have at least one numeric or special character. (ex. Viard&j4)

Upload Proposal

1. Go to www.tfims.darpa.mil/baa
2. Select "Log in" from top navigation
3. Enter username/password and select the BAA which you are proposing
4. Review/edit proposal registration form data
5. Add subcontractor information (if applicable) and cost data
6. Select "Update"
7. A printable summary of proposal registration data is displayed
8. Select "Proceed to Proposal/Abstract Upload"
9. From drop-down, select "Technical/Volume I" document for upload
10. Use the Browse feature to find the appropriate files for upload
11. Select "upload" to load the file

12. From drop-down, select "Cost/Volume II" document for upload
13. Use the Browse feature to find the appropriate files for upload
14. Select "upload" to load the file
15. Once the cost document is uploaded, account will be de-activated
16. Log out of tool

*Note: Once uploads are complete, your account will be de-activated.

*Note: Preferred file types are .doc/.pdf/.ppt/.txt/.csv/.xls. The application will NOT accept Zip files or .exe file types. A maximum file size of 50 megabytes, per file, will be enforced.